

## Unit 4 – Outcome 2

### Chapters 7 & 8

#### Key knowledge

This knowledge includes:

1. Reasons why data and information are important to organisations
  - Explain how data is used within an organisation. How is information used?
  - What are the required characteristics of good information?
  - Why is it important for information to have these characteristics? Explain in terms of the effect on organisational and information system goals.
2. Key legislation that affects how organisations control the storage, communication and disposal of their data and information
  - What is the purpose of the information privacy principles? How are they linked to the current legislation?
  - Define legal obligations.
  - Outline the main provisions of each of the six pieces of legislation studied and the government who legislated it.
  - Define intellectual property.
  - Why was each piece of legislation introduced?
3. Threats to the integrity and security of data and information stored, communicated and disposed of by organisations
  - Define security threats.
  - Distinguish between accidental, deliberate and technical threats to data through the use of examples
4. Procedures and equipment for preventing unauthorised access to data and information and for minimising the loss of data accessed by authorised and unauthorised users
  - What is meant by the term “information management strategies”?
  - Describe the different physical security measures / devices available to organisations including biometrics, zoned security strategies, barrier techniques, swipe/smart cards, security tokens, mirrored servers, multiple hard drives, redundant servers, virus protection software, security cameras and UPS & surge protectors.
  - Describe the different software security measures / devices available to organisations including encryption, usernames & passwords, access logs and audit trails, access restrictions, firewalls and security protocols such as TLS & SSL.
  - What is the purpose of backing-up? What are the main points to consider when developing a back-up strategy?
  - Distinguish between the different types of media available for storage.
  - Differentiate between a full, incremental and incremental back up.
  - What are the main considerations when archiving data? How is this different from disposal of data?

5. The advantages and disadvantages of using cloud computing for storing, communicating and disposing of data and information
  - Define the term cloud computing
  - What are the advantages and disadvantages of using this option?
  - What are some of the different types of cloud computing?
6. Ethical dilemmas arising from information management strategies used by organisations
  - How is ethics different from legislation?
  - Give some examples of behaviour that may be legal but not ethical.
  - Explain the terms code of conduct and employee monitoring.
7. Strategies for resolving legal, ethical and social tensions between stakeholders arising from information management strategies
  - Give examples of legal, ethical and social tensions that may arise at an organisation.
  - What does the term stakeholder refer to?
  - Outline the steps involved in handling ethical dilemmas
8. Possible consequences for organisations of the violation of, or failure to follow, security measures
  - What are the main consequences to an organisation of having insufficient or ineffective information management strategies?
  - What is the trade-off between security and cost? What about between security and efficiency?
  - What are the advantages of having well documented and communicated security policies and procedures?
9. Disaster recovery strategies and the testing of these strategies
  - What is the purpose of a disaster recovery strategy?
  - What are the four components of a disaster recovery plan?
  - Why is testing of this plan vital?
10. Criteria for evaluating the effectiveness of information management strategies.
  - Why is it important to evaluate the effectiveness of information management strategies?
  - Give examples of evaluation criteria that could be used to evaluate the effectiveness of these strategies.